

DUTY STATEMENT

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION

Classification: Associate Energy Specialist (EFF)	Position No. 420-4938-xxx
CBID: R10	Office: Existing Buildings and Compliance
Date Prepared: August 27, 2016	Division: Efficiency
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Associate Energy Specialist (EFF) is under the supervision of the Energy Resources Specialist III (Supervisory) in the Existing Residential Buildings Unit of the Existing Buildings and Compliance Office of the Efficiency Division. The incumbent will independently perform responsible, varied, and complex technical and analytical work in a wide variety of consultative and analytical energy assignments supporting the Existing Buildings Program to increase energy efficiency of the existing building stock. This position is nonsupervisory, but the incumbent may serve as project lead over lower-level technical and analytical staff.

WORKING CONDITIONS: The work is performed primarily in an office, conference room and hearing room environment. It may require standing and walking, as well as sitting for long periods of time. Some travel is required to attend off-site meetings or participate in conferences, workshops and hearings. Additional hours beyond an eight hour workday or 40-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail, WebEx and Internet browsers.

DUTIES AND RESPONSIBILITIES:

- 45% Perform responsible, varied, and complex technical and analytical work supporting the Existing Buildings Program. Conduct research and analysis, provide technical assistance, and coordinate efforts to review, approve, and provide continued oversight of the Existing Buildings Program to increase energy efficiency of the existing building stock. Assignments may include, but are not limited to: (a) perform technical, policy, and economic analysis regarding programs managed or overseen by the California Public Utilities Commission (CPUC), Investor-Owned Utilities (IOUs), Publicly-Owned Utilities (POUs), program implementers, and Local Governments (LGs) to enhance development and implementation of energy efficiency (EE) program portfolios of IOUs, POUs, and LGs; (b) analyze, facilitate, and strive to improve Workforce, Education and Training (WE&T) programs of IOUs, POUs, LGs, non-governmental organizations, and other government bodies. As a project manager, implement projects and programs. Assist other project managers in implementation. (E)
- 30% Provide technical and policy analyses associated with the Existing Buildings Energy Efficiency Action Plan (EBEE Action Plan) and residential energy efficiency programs. Support the development of energy efficiency targets consistent with the EBEE Action Plan, and develop recommendations for the Integrated Energy Policy Report towards achieving Senate Bill 350's doubling of end use energy efficiency goal. Coordinate analyses and recommendations with staff in other offices of the Efficiency Division, other

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Divisions within the Energy Commission, other agencies, utilities, non-governmental organizations, and the public. Coordinate with multifamily California Utility Allowance Calculator (CUAC) stakeholders, and monitor the development of a national utility allowance calculator, that will include California tariff information. (E)

- 15% As contract manager, responsibilities include management of technical work; preparation of solicitation documents or work authorizations, Requests for Proposals, and Requests for Qualifications; conducting bidders' conferences; proposal evaluation and selection; negotiation of scopes of work, work authorizations, deliverables and costs (labor fees and direct expenses); preparation of contracts and request memos; assigning work; monitoring work progress; processing invoices; tracking expenditures and preparation of necessary paperwork. (E)
- 5% Participate in workshops, hearings, conferences, and meetings regarding energy efficiency related to building standards programs and building energy and water efficiency. Performing this duty may require travel. (E)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I Certify That I Am Able to Perform, with or without the Assistance of a Reasonable Accommodation, the Essential Job Duties of this Position	
<div style="border-bottom: 1px solid black; height: 40px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> Vacant Date </div> <div>Associate Energy Specialist (EFF)</div>	<div style="border-bottom: 1px solid black; height: 40px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> Vacant Date </div> <div>Energy Resources Specialist III (Supervisory)</div>